

DEPARTMENT OF THE ARMY
Headquarters and Headquarters Detachment
417th Base Support Battalion
Unit 26124
APO AE 09031


AETV-WG-WC (600-20)

12 December 2003

MEMORANDUM FOR All Personnel

SUBJECT: Equal Opportunity Complaint Processing Procedures

1. Soldiers and family members who believe they have been discriminated against because of race, color, religion, gender, or national origin have the right to file a complaint. Our soldiers and their families have the additional right to thorough and expedient investigations of their grievances when they perceive an injustice or incident or unfair treatment.
2. The chain of command has primary responsibility for processing complaints of discrimination. Although using the chain of command is strongly encouraged, it will not serve as the only channel available to the complainant. Should the complainant feel uncomfortable in filing a complaint with his/her chain of command, or should the complaint be against a member of the chain of command, there are alternate channels available to the complainant (see Encl).
3. This command will process all complaints IAW AR 600-20 and as outlined in my enclosure. All leaders will ensure that our soldiers are fully aware of the procedures for having their complaint heard.
4. A copy of this statement will be permanently posted on the unit bulletin board and in work areas.
5. The point of contact for this memorandum is the undersigned at DSN 355-8515.


KENNETH C. WILSON
CPT, AV
Commanding